

August 10, 2020

Bugbrooke Parish Council

Agenda & Meeting Minutes

August 10, 2020

Monthly Meeting of the Full Council

held on Monday 10th August 2020 at 7.30 p.m. This meeting was held in accordance with The Local Authorities (Coronavirus) (Flexibility for Local Authority Meetings) (England) Regulations 2020. Due to the restrictions on social distancing the meeting was held remotely.

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Monthly Meeting of the Full Council

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In Attendance

Councillor Mrs. Linda Pope, Chairman
Councillor Mrs. Teresa Garlick
Councillor Ian Gordon
Councillor David Harries, BEM
Councillor Paul Henson

Councillor Alan Kent
Councillor Ms Sarah Munday
Councillor Catherine Parry
Councillor Terry Ward

Mrs S Bramley-Brown, Parish Clerk
Mrs N Palmer – Deputy Clerk
County Councillor Adam Brown

Apologies for absence

Councillor John Curtis, BEM
Councillor Des Morris
Councillor Phil Bignell
Councillor Ken Gardner
Councillor Brian Curtis

Members of the Public

Jane Wood
Ethan Akehurst
Alan Baker

PC/20/8/119 Apologies for absence

Councillors Des Morris and Ken Gardner had hoped to join the meeting but had offered their apologies in case they were unable to connect to the meeting. Councillors John Curtis and Phil Bignell had sent their apologies. Councillor Brian Curtis called to apologise for not being able to connect.

PC/20/8/120 Declarations of Interest

There were no Declarations of Interest.

PC/20/8/121 To sign and approve the minutes of the meeting held on 13th July 2020

The minutes of the meeting held on 13th July were approved, signed and initialled by the Chairman.

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PC/20/8/122 Public question time

County Councillor Adam Brown joined the meeting and gave an update on the Northants response to Covid 19. He reported that Northants had been on the News at risk of Local Lockdown but he was pleased to report that the numbers are going in the right direction and they had input from Central Government to offer any assistance. He offered reassurance that the situation was being taken very seriously. A mobile testing unit had been set up in the Market Square and had doubled the capacity from when it was at St Andrews. They were testing to capacity at 300 tests a day.

Local Government Reform - Northamptonshire County Council deputy chief executive and director of adult services, Anna Earnshaw is to be the new West Northamptonshire Councils Chief Executive.

Greener Transport – The County Council has received £350k from Central Government to facilitate Greener Transport. They are investing in road signage and counters to monitor cycling so they can then apply for further funding to implement new measures. The Weedon Road bus lane is now 24 hours and can be used by bikes as part of this project. St Giles Street pavement is being widened to allow businesses to spill out onto the street and help pedestrians maintain social distancing. To accommodate this parking on the street will be temporarily reduced. The Government has issued a 12-week Planning Consultation which Councillor Adam would like to hear the Parish Councillors' views on once the document has been digested. Briefly, it appears to suggest that there will be less assessment of planning on a case by case basis and more in zones of land classified into 3 groups.

PC/20/8/123 Public Question Time

There were no questions.

PC/20/8/124 Reports on Issues Previously Raised

Councillor Linda Pope suggested that it might be a good idea to display the Minutes from the Parish Council Meetings on the noticeboard as currently they are only viewed on the website. This was agreed and Councillors Parry and Harries volunteered to maintain the noticeboards with Agendas and Minutes and volunteered Councillor Phil Bignell as they thought he would be happy to assist. These will also be shared by the Deputy Clerk on Facebook going forward. Councillor Pope also requested that the Clerk write to The Jesus Fellowship to ask if there are any further updates regarding the property that they own in the village.

Councillor David Harries updated the Councillors on S106 monies for the Doctors Surgery with totals £70K from developers. The Surgery had produced details for some projects and the money had been transferred to Health England who seemed to be insisting on their own criteria which go beyond the restrictions of S106, a scrutiny committee has been set up at the District with the aim of extracting this money for improvement projects at the surgery.

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PC/20/8/125 Planning

- A. The Planning – Councillors had received all the planning applications to view in advance of the meeting each once was discussed and approved by the council.

S/2020/1223/LBC - 8/10 High Street Bugbrooke NN7 3QF - Re-building of brick outbuilding and boundary wall – Support application.

S/2020/1272/FUL & S/2020/1273/LBC - 47 High Street Bugbrooke NN7 3PG – various works some under listed building control, all was approved by the Parish Council.

A late application was received after agenda but required a response before the next meeting, so Councillors agreed to discuss it. S/2020/1317/TPO - Cubfield House 71 Pilgrims Lane Bugbrooke NN7 3PJ - Ash (T3) needs a reduction in the crown of 30% to 40% and the removal of the dead wood due to fungal infection and falling branches which are dangerous and have caused damage to the surrounding fences – approved by the Parish Council.

- B. Formal notice of the adoption of the Local plan on the 22nd July has been received.
- C. Planning Application in relation to the land North of Church Lane did not go as forecast to the July Planning Committee due to unresolved issues raised by statutory consultees. The clerk did not know what these issues are but has been pleased with the contact she has had with the developer. Councillor Harries raised how dark Church Lane is opposite the junction to the Heyford Road and asked in the Developer would be putting in a streetlight. The Clerk agreed to write to them.

PC/20/8/126 Parish Council Vacancy

Councillor Linda Pope informed Councillors that there had been 3 applications received and they had all had opportunity to view the written statements from each. It was decided that the names of the candidates would be given in turn and voting would take place by a show of hands.

1st round –

Ethan Akehurst – 3

Jane Wood – 5

Alan Baker – 1

The applicant with the lowest votes was thanked for their application and was no longer in the running.

2nd Round

Jane Wood – 5

Ethan Akehurst – 4

Ethan was thanked for his application and the unsuccessful candidates were reminded that elections were next year, and they would have the opportunity to apply again then if they desired.

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PC/20/8/127 Financial Matters

- a. The Clerk informed Councillors that she had now received the first payments from South Northants for the grant funding. After a very stressful period she thanked David Harries and Danny Moody for all their support to get the money released. Councillor Pope also thanked the Clerk for her hard work.
- b. A Month End Bank Reconciliation financial statement for the month ended 31st July 2020 had been circulated with the Agenda, and the figures were as follows:

Cash in Hand as at 01/07/2020	66,307.40
ADD	
Receipts 01/07/2020 – 31/07/2020	2059.89
SUBTRACT	
Payments 01/06/2020 – 30/06/2020	28,543.36
CASH IN HAND	39,823.93
Plus (CCLA Account)	40,000.00

RESOLUTION - It was proposed by Councillor Parry and seconded by Councillor Harries that the Bank Reconciliation for the month ended 31/07/2020 should be approved. Agreed unanimously.

PC/20/8/128 Budget Report

The Budget Report for the First Quarter - A briefing note was attached to the agenda. Councillors did not have any questions and were happy with the report. The Clerk asked if they wanted to approve the report.

RESOLUTION - It was proposed by Councillor Harries and seconded by Councillor Kent that the Budget Report for the First Quarter should be approved. Agreed unanimously.

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PC/20/8/129 Accounts for payments

Moneys must be paid out in only in pursuance of statutory powers vested in the parish council. The final column on the right details the powers which authorise the payments below:

To whom	Service rendered	Amount (£)	Vat (£)	Power used for payment
Direct Debits				
Southern Electric	July Street Lighting	£401.01	£64.07	Highways Act 1980
Internet Bank	Transfers			
H.M.R.C.	Clerk PAYE - July	£151.60		HMRC Requirement
Parish Clerk	June Salary + Overtime	£1034.72		LGA 1972 S112
Deputy Clerk	June Salary	£384.89		LGA 1972 S112
Mr Peter Wilkins	Install new litter bin at primary school	£67.75		Litter Act 1983 S5,6
Kay Iqbal	Cleaning bus shelters - July	£100.00		PCA 1957
Playinspection Co	Post installation inspection	£360.00	£60	Open Spaces Act
DNH Contracts	July Litter and Dog Bin emptying	£640.80	£106.80	Litter Act 1983 S5,6
P W Warden Environmental	July mowing	£636.00	£106.00	Highways Act 1980
Onecom	Parish Office telephone and Broadband - July	£36.00	£6.00	LGA 1972 S112
Boyson Construction	Completion of community centre refurbishment – to be reclaimed from SNC	£43,645.20	£7,274.20	GPoC

RESOLUTION It was proposed by Councillor Gordon and seconded by Councillor Garlick that these invoices were paid. Agreed unanimously.

PC/20/8/130 Police Report

The police report was attached to the agenda.

PC/20/8/131 Parish Matters

- A. Monthly Inspection Sheets. The Clerk had circulated a briefing note following a full revision of the areas at the last meeting. New forms and maps of each area had been provided, together with a list of Councillors allocated to each area. The forms are available as a word document, and where possible they should be filled in online and returned to the Clerk for retention. These forms will be resent by the Clerk in a separate email.

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B. Hedges and Trees.

Councillor Harries reported that there was a Cricket Willow, near to the cricket field on what he believed was Heygates land, that was split right through the middle.

C. Footpaths. The path between Ash Lane and High Street the hedges are overgrown, the Clerk agreed to get a quote to cut it back. It was agreed that a schedule of maintenance would be drawn up for some areas that need regular attention including KD25 and the play areas.

D. Streetlighting. The area around the school field can still be dark at times so it was suggested that Jubilee House could help eliminate this by leaving their back lights on. The Clerk agreed to write a letter to request their help with this matter.

E. Emergency Planning/Pathfinder II. Councillor Ms Munday reported that she was still trying to source a contractor for the works and had a few leads to follow up on.

F. Highways and Transport. The Councillor Kent reported that the path on the Highstreet that had been breaking up had been repaired but stones from the driveway of a house own by Heygates were still coming on to the path making it hazardous and threatening to ruin the new tarmac by breaking it up again. It was requested that the Clerk write to Heygates.

G. Patient Participation Group. Councillor Mrs Garlick reported that the Practice manager was leaving at the end of the month. They were also working on the organisation of Flu jabs as there will be no drop-in clinics at this time and they will all be by appointment.

H. Millennium Green. There were concerns that some drainpipes that had been fly tipped in the church carpark were potentially asbestos pipes. The Clerk was asked to deal with this issue.

PC/20/8/132 Vehicle Activated Sign

A briefing note was attached to the agenda. It requested that Parish Councillors selected the design of sign and then the Deputy Clerk would obtain details quotes before the next meeting. It was also suggested that a communication be sent out on Facebook to ask for volunteers in the village to form a project team for moving the sign to different locations

PC/20/8/133 Resumption of the Parish Council Meetings at the Community Centre

The Clerk advised that the guidance from NCALC remained unaltered in that Parish Councils should continue to hold virtual meetings for the time being. The guidance was updated weekly. The Community Centre was slowly re-opening for user groups, but there were new steps to be undertaken by hirers and their users, including cleaning the tables and chairs after use and before putting them away. New Covid rules have just come into force (with effect from 8th August) that everyone attending gatherings of any kind in Community Centres, will be required to wear a mask for the duration of their visit. Councillors had been consulted and it has been agreed that meetings should continue to be via Zoom, but with a regular review of the changing guidance. Councillors agreed with the Clerk's advice that the September meeting should take place via zoom and the situation to be reviewed prior to the October meeting.

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PC/20/8/134 Bugbrooke Football Club

The Clerk had received a communication from the Chairman of the Football Club to advise that youths were using the new play equipment to access the Football Club Compound, and that they (the Football Club) were concerned the Parish Council may be held responsible if someone was injured. Councillors were advised that under the Occupiers Liability Act 1984, it is the occupier of the premises that owes a duty of care to trespassers. This information has been passed to the football club, but also as it is their compound it is for them to take whatever action is necessary to ensure that the area is secure, at their own expense.

PC/20/8/135 Clerk Annual Leave

The Clerk advised that she would be absent from Tuesday 1st September until Monday 28th September. The Deputy Clerk would be in the office as usual on Mondays and Tuesday and would be contactable by email.

PC/20/8/136 Date of Next Meeting

Monday 14th September 2020 at 7.30. p.m. via zoom

There being no further business the Chairman closed the meeting at 20.56 p.m.

End of Minutes

CHAIRMAN:.....

DATE:.....